



State of New Hampshire Agency Wellness Recognition Program

The State of New Hampshire Agency Wellness Recognition Program is a voluntary program that recognizes agencies for developing and implementing exceptional employee wellness programming and communication. Agencies are awarded recognition based on the breadth and depth of their employee wellness initiatives.

A recognized agency is striving to...

- Be a leader in employee and worksite wellness
- Strengthen its bottom line over time by decreasing sick leave, reducing health care claims, and increasing employee productivity
- Improve overall employee morale and create an overall healthy worksite
- Role model wellness to employees

The State of New Hampshire Agency Wellness Recognition Program was developed based on national and regional wellness standards including the Centers for Disease Control and Prevention, New Hampshire Department of Health and Human Services, Healthy People 2020 and reflects *The Guide to Community Preventive Services*, which summarizes what is known about the effectiveness, economic efficiency, and feasibility of interventions to promote community health and prevent disease. The Task Force on Community Preventive Services makes recommendations based on the evidence gathered in several published studies and scientific reviews done for worksites covering:

- Interventions to Promote Seasonal Influenza Vaccination among Non-Healthcare Workers
- Assessment of Health Risks with Feedback to Change Employees' Health
- Preventing Chronic Disease
- Promoting Physical Activity
- Decreasing Tobacco Use in Worksite Settings

To participate in the recognition program, please complete the application on pages 3-7.

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**[Admin.state.nh.us/
wellness](http://Admin.state.nh.us/wellness)**

Recognition

Pending the results of your application, your agency will receive Bronze, Silver or Gold level recognition lasting three years. If an agency is recognized in either the Bronze or Silver category, they can apply any time within three years if they believe they have improved their wellness efforts enough to achieve the next level. Please expect to be contacted by program staff within 1 month of completing the application.

Agencies that meet the minimum requirements for recognition of the Gold Award will receive:

- **Recognition Award presented at an onsite appreciation ceremony**
- **Internal memo announcing the recognized agency to all agency leaders**
- **Certificate of Recognition at a Wellness Coordinator Training Session**
- **Recognition on the Employee Wellness Program website and newsletter**

Agencies that meet the minimum requirements for recognition of the Silver Recognition will receive:

- **Certificate of Recognition at a Wellness Coordinator Training Session**
- **Listing on the Employee Wellness Program website and newsletter**

Agencies that meet the minimum requirements for recognition of the Bronze Recognition will receive:

- **Certificate of Recognition at a Wellness Coordinator Training Session**
- **Listing on the Employee Wellness Program website**

Application

1. Please provide the following information for your agency:

Agency _____
Contact Person _____
Phone _____
Fax _____
Email _____

2. What are the specific goals of your organization as they relate to improving employee wellness? Please circle all that apply:

Improve productivity
Reduce employee health risks (i.e. Cardiovascular Disease)
Reduce absenteeism (sick days)
Lower worker's compensation/disability costs
Other: _____

All questions must be completed in order for your score and possible recognition to be determined. If you would like further details on any of the following assessment questions, please contact:

Michael J. Loomis, MPH
Wellness Program Specialist
Department of Administrative Services
Risk Management Unit
603-271-4103
Michael.loomis@nh.gov

1. Interventions to Promote Seasonal Influenza Vaccination

Did your agency promote flu vaccination to employees via multiple means (i.e. email, handouts, wellness display, onsite workshops) ¹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Did your agency host a flu vaccination clinic at the workplace in the past year ¹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

2. Assessment of Health Risks with Feedback to Change Employees' Health

Has your agency leader communicated to employees the importance of wellness such as a healthier person, better service, decreasing health care costs and absenteeism?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, how did he/she communicate it?
Does your agency provide healthy reminders and general wellness communication to employees quarterly via multiple means (i.e. email, handouts, wellness display, onsite workshops)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has your agency held a Know Your Numbers Worksite Screening for Employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

3.

Promoting Healthy Eating

Does your agency provide healthy eating reminders and prompts to employees quarterly via multiple means (i.e. email, handouts, wellness display, onsite workshops) ² ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Are appealing healthy snacks, low-cost fruits and vegetables offered in vending machines and/or in cafeterias at the worksite ⁴ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Our agency doesn't have vending machines <input type="checkbox"/> Our agency doesn't have a cafeteria
Do on-site cafeterias regularly offer at least two food standards among each food category that align with the food standards of the U.S. Department of Health and Human Services ³ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Our agency doesn't have a cafeteria
Does your agency have a written policy/memo to limit "unhealthy" food and provide "healthy" food and beverage options at company meetings, parties, and events ⁴ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Are point-of-decision prompts to promote healthier choices displayed near vending machines and/or in cafeterias ⁵ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Our agency doesn't have vending machines <input type="checkbox"/> Our agency doesn't have a cafeteria

3. Promoting Healthy Eating (Continued)

Do you hold quarterly healthy food taste-testing, demonstrations, or potluck opportunities for employees ⁶ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Is free drinking water available to employees throughout the day?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Are appealing, low cost healthful drink options available in vending machines and/or the cafeteria ⁶ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Our agency doesn't have vending machines <input type="checkbox"/> Our agency doesn't have a cafeteria
Are serving size and/or nutritional content of foods and drinks served in the cafeteria and/or vending machines available prior to purchase?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Our agency doesn't have vending machines <input type="checkbox"/> Our agency doesn't have a cafeteria

4. Promoting Active Living

Does your agency provide physical activity reminders and prompts to employees quarterly via multiple means (i.e. email, handouts, display, onsite workshops) ⁷ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Does your agency provide at least three of the following to encourage physical activity? If you provide additional programs or cultural enhancements to your worksite, please list them below.	<input type="checkbox"/> Provide shower and/or changing facilities onsite <input type="checkbox"/> Provide designated outdoor activity areas such as fields and trails for employees to use <input type="checkbox"/> Provide bicycle racks in safe, convenient, and accessible locations <input type="checkbox"/> Maintain clean and safe stairwells and walkways <input type="checkbox"/> Provide maps of on-site trails or walking routes and destinations
Does your agency promote and participate in community physical activity events?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Does your agency encourage physical activity breaks during conferences, events, meetings that last longer than 2 hours ⁹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

5. Decreasing Tobacco Use in Worksite Settings

Does your agency have a tobacco-use policy for employees/visitors at the workplace ¹⁰ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has your agency provided tobacco cessation reminders and prompts to employees quarterly via multiple means (i.e. email, handouts, wellness display, onsite programs) ¹¹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

6. Supporting Nursing Mothers

Does your agency have designated "Mother Rooms" for expressing milk in a secure and relaxed environment that has electric outlets?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Does your agency have a refrigerator for storage of breast milk?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Does your agency support breastfeeding mothers with flexible hours, job sharing or part-time work, scheduled breaks, resource list of breastfeeding support services ¹² ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Does your agency have a written policy/memo promoting breastfeeding that is communicated to all employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

7. Health Promotion

Does your agency promote the availability of onsite health promotion programs, such as screenings or wellness workshops via multiple means (e.g., newsletters, wellness display, emails, interest survey)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Does your agency provide a wellness display at all worksites with information on health benefit program resources, wellness topics, wellness clubs or other information that is updated at least quarterly ¹³ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Does your agency promote monthly health topics and health benefits focused on prevention, screenings, or health care utilization?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has your agency surveyed employees about their wellness interests within the past year ¹⁵ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Has your agency head identified and appointed a wellness coordinator to spearhead efforts and to serve as the liaison to the state wellness program? ¹⁶	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Did your agency wellness coordinator attend at least three of the four quarterly wellness trainings in the previous year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

7. Health Promotion (Continued)

Has your agency leader communicated to employees that he/she has participated in at least six wellness activities (i.e., annual physical and screenings, completed the HAT, Governor's 90 Day Challenge, Walk NH, Stairway to the Mountains, or other wellness activities)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how did he or she communicate this?
Does your agency have a wellness team with at least six members including senior management, human resources, and employees that meets at least quarterly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
In the past 12 months, did your agency provide or arrange for onsite health counseling, workshops or other support programming to modify behavior in the following areas? Physical Activity Nutrition Mental Health/Stress Management Tobacco Cessation Alcohol and Drug Use Health Screening Disease Management	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Do you provide assistance to employees at the worksite to complete the Health Assessment Tool? If so, how frequently?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

Please share additional activities, events, and initiatives that your agency has been involved in over the past year to promote employee health and wellness.

Please submit your application to:

Michael J. Loomis
25 Capital St. Room 412
Concord NH, 03301
Michael.loomis@nh.gov
Fax 603-271-7049

Resources for Wellness Programming

¹ Centers for Disease Control and Prevention "Make it Your Business to Fight the Flu". <http://www.cdc.gov/flu/business/index.htm>

² For examples of informative articles, posters, email messaging, and healthy recipes to use, visit http://www.anthem.com/timewellspent/healthy_eating/details.html#articles

³ *Improving the Food Environment Through Nutrition Standards: A Guide for Government Procurement* provides practical guidance to states and localities for use when developing, adopting, implementing, and evaluating a food procurement policy. http://www.cdc.gov/salt/pdfs/DHDSP_Procurement_Guide.pdf

⁴ EAT SMART NORTH CAROLINA: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings, and Events <http://www.eatsmartmovemorenc.com/HealthyMeetingGuide/Texts/HealthyMeetingGuide%20-%20508.pdf>

⁵ For point of decision prompts in the cafeteria, break room or near vending machines, visit http://www.anthem.com/timewellspent/healthy_eating/details.html#articles

⁶ For a list of appealing, low cost drink options for vending machines and cafeterias, visit <http://www.eatsmartmovemorenc.com/HealthyMeetingGuide/Texts/HealthyMeetingGuide%20-%20508.pdf>

⁷ For examples of informative articles, posters, email messaging to use, visit <http://www.anthem.com/timewellspent/activities/details.html#articles>

⁹ For examples of encouraging physical activity at conferences as well as throughout the workday, visit http://www.eatsmartmovemorenc.com/PABreak/Texts/ESMM_PAm meetingsWeb_FINAL.pdf

¹⁰ For assistance in developing and implementing a tobacco-use policy, visit <http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/index.htm> or <http://www.breathenh.org/Page.aspx?pid=509>

¹¹ For examples of informative articles, posters, and links, visit <http://www.anthem.com/timewellspent/smoking/details.html#articles> or <http://admin.state.nh.us/wellness/tobacco.html>

¹² For information and resources regarding breast feeding, visit <http://www.dhhs.state.nh.us/dphs/nhp/wic/breastfeeding.htm>

¹³ For examples of wellness topics or benefits to promote, visit <http://admin.state.nh.us/wellness>

¹⁴ For the latest employee wellness newsletter, visit http://admin.state.nh.us/wellness/Wellness_NewsLetters.html

¹⁵ For assistance in conducting a wellness interest survey, please contact Michael Loomis at 271-4103 or email Michael.loomis@nh.gov

Resources for Wellness Programming (Continued)

¹⁶ Agencies must complete and submit a “Agency Wellness Coordinator Designation Form” located at http://admin.state.nh.us/wellness/Wellness_Coordinators.html